

**Commonwealth of Virginia
Appalachian Regional Commission Program**

**2003
ARC Telecommunications Initiative**

**State Strategy
and
Request for Proposals**



**Department of Housing and
Community Development**

**The Jackson Center
501 N. 2nd Street
Richmond, VA 23219**

2003 ARC Telecommunications Initiative State Strategy and Request for Proposals

Table of Contents

❖ State Strategy		
✓ Virginia Appalachian Regional Commission Program		I-1
✓ Appalachian Telecommunications Initiative <i>Information Age Appalachia</i>		I-2
✓ Virginia ARC Telecommunications Initiative		I-3
❖ Request for Proposals		
✓ Planning Project Proposal Format		II-I
Proposal Cover Sheet	II-1	
Proposal Components	II-3	
Attachments	II-3	
✓ System Development and Technical Support and Physical Implementation Proposal Formal		II-4
Proposal Cover Sheet	II-5	
Proposal Components	II-3	
Attachments	II-6	
✓ Appendices		
A Proposal Cover Sheet Template		
B ARC Outcome and Output Measures		
C ARC Project Summary Template		
D ARC TI Budget Format		
E ARC Goals and Virginia's Objectives and Strategies		
F Community Telecommunications Plan blueprint		

**2003
ARC
Telecommunications
Initiative**

State Strategy

ARC Telecommunications Initiative – State Strategy

Virginia Appalachian Regional Commission Program

The Appalachian Regional Commission, or ARC, is an independent Federal agency created through the Appalachian Regional Development Act of 1965. ARC's mission is to be an advocate for and partner with the people of Appalachia to create opportunities for self-sustaining economic development and improved quality of life.

Virginia is one of thirteen states in the ARC region. The Appalachian Regional Commission programs, other than the Highway program, are administered in the Commonwealth of Virginia by the Virginia Department of Housing and Community Development. The Virginia ARC Program is managed by:

William C. Shelton
Director
ARC State Alternate

Todd M. Christensen & Denise Ambrose
Associate Director Program Manager
ARC Program Managers

In Virginia, twenty-three counties and seven independent cities are eligible for in the ARC program. These localities are as follows:

Alleghany County	Russell County
Bath County	Scott County
Bland County	Smyth County
Botetourt County	Tazewell County
Buchanan County	Washington County
Carroll County	Wise County
Craig County	Wythe County
Dickenson County	City of Buena Vista
Floyd County	City of Bristol
Giles County	City of Covington
Grayson County	City of Galax
Highland County	City of Lexington
Lee County	City of Norton
Montgomery County	City of Radford
Pulaski County	
Rockbridge County	

Virginia receives funding from the Appalachian Regional Commission on an annual basis and through special initiatives for distribution in these localities. Virginia prepares a State Strategy on an annual basis which guides its use of ARC funding.

ARC Telecommunications Initiative – State Strategy

Appalachian Telecommunications Initiative: Information Age Appalachia

The Information Age Appalachia program envisions Appalachia as a prosperous and vibrant region with full access to the tools of the Information Age, and possessing the knowledge and capacity to use those tools to compete successfully in the twenty-first-century economy.

The Information Age Appalachia program represents the resolve of the Appalachian Regional Commission to bridge the digital divide in Appalachia. Without intervention the region will continue to fall farther behind the rest of the nation in deploying the technology-based applications required to support future economic vitality.

The focus of Information Age Appalachia is not only on access to infrastructure, but also on applications that use that access. Instead of simply promoting technology by itself, the program seeks to stimulate economic growth and improve the standard of living in the Region through technology-related avenues.

The overall program will support the Commission's five strategic goals by focusing on the following four distinct subject areas:

Focus Area One: Access and Infrastructure

Broaden the availability of advanced telecommunications services by promoting increased infrastructure investments from both private sector and government sources.

Focus Area Two: Education and Training

Ensure that the region is supporting today's workforce as well as developing the workforce of tomorrow by integrating technology into K-12 and continuing education programs plus expanding community awareness and training programs.

Focus Area Three: e-Commerce

Improve the competitiveness of businesses in the region by increasing the adoption of e-commerce practices.

Focus Area Four: Technology Sector Job Creation

Increase employment in the technology sector for producer and user industries through investment and entrepreneurship support.

Through the program activities supporting these focus areas the Commission hopes to achieve the following outcomes based on the ARC's requested program budget (\$15m/yr for 5 years):

Projected Outcomes for the entire ARC region:

- 100,000 households with increased IT capacity
- 5,000 jobs created or retained
- 1,000 businesses with increased IT capacity
- 1,000 government, education, and facilities with increased IT

ARC Telecommunications Initiative – State Strategy

Virginia ARC Telecommunication Initiative

Outcome-Based Implementation

Virginia's ARC Telecommunications Initiative (TI) program will focus on aspects of the overall "Information Age Appalachia" program and will be implemented on an outcome basis. Virginia, along with ARC, views its role as that of an investor. In the outcome context, proposals must demonstrate a direct relationship between intended project efforts and measurable, tangible improvements to the health of the community being served. Proposals must clearly present performance targets, products, and outcomes. Performance targets are the key events and milestones in the implementation of a project. Products are the near-term results of a project, such as the number of participants in training events or number of businesses receiving assistance. Outcomes are the long-term results of a project, such as the number of new businesses created and the number of new jobs created or retained. ARC TI budgets and contracts must be based on performance targets and products.

Implementation Strategy

A total of \$250,000 is available in this round of funding for the TI program. Proposals must be submitted to DHCD (or postmarked) by May 14, 2003. Proposals will be accepted for the following project types:

1. Planning
2. System Development and Technical Support
3. Implementation

Applicants may submit proposals that target a single project type or a combination of project types that marries either: a) Planning and System Development and Technical Support, or b) Planning and Implementation. Projects may not target all three of the project types.

A total of \$150,000 of the \$250,000 program will be dedicated to project type System Development/Technical Support or project type Implementation. Prior to funding either of these project types, however, there must be a Community Telecommunications Plan in place for the locality that will be served by the proposed project. This Community Telecommunications Plan must indicate that the locality has seriously considered its need and demand for the proposed project and should follow closely the form as found at Appendix F.

The remaining \$100,000 of the \$250,000 program will be dedicated to Planning projects. The product of the Planning project will be a Community Telecommunications Plan (see Appendix F). The Community Telecommunications Plan will identify needs and demand in the community for services related to telecommunications, will reflect consensus with regard to the design of such services, and result in an action plan for implementation along with the identification of appropriate funding sources.

ARC Telecommunications Initiative – State Strategy

ARC TI investment is limited as follows:

	Distressed	Transitional	Competitive
Planning	\$12,000	\$ 7,500	\$ 4,500
System Development and Tech. Support	\$30,000	\$30,000	\$30,000
Implementation	\$30,000	\$30,000	\$30,000
Total may not exceed:	\$42,000	\$37,500	\$34,500

Required Match

All TI assistance must be matched **dollar for dollar** with local (non-Federal, non-State) funding, except in the following localities:

- Botetourt County - \$1.00 ARC TI for every \$4.00 local (Competitive)
- Buchanan County - \$4.00 ARC TI for every \$1.00 local (Distressed)
- Dickenson County – same as Buchanan County
- Lee County – same as Buchanan County
- Russell County – same as Buchanan County
- Wise County – same as Buchanan County

The final 10% of ARC TI funding awarded for **any** proposal will be released following achievement of project outcomes.

Eligible Projects

Planning

- Regional Coordination: PDC wide or multi-county
- Public/Private Partnership strategy
- Community Telecommunications Plan

System Development and Technical Support

- Community Business Training and Education Program
- Establishment of Community Cooperative
- Establishment of E-Village
- Development of community tech support

Physical Implementation

- Installation of a wireless network
- Installation of a dark fiber loop
- Installation of a co-location facility/ equipment

Ineligible Projects

The following types of proposals will be considered ineligible for 2003 ARC TI funding:

- Those that do not support the ARC goals for the Appalachian Telecommunications Initiative, including those targeting assistance for non-local businesses such as the location of branch plants;
- Those that do not present clear outcomes for the ARC TI investment;
- Those that do not add significantly to currently available resources;

ARC Telecommunications Initiative – State Strategy

- Those that have no relevance to the use of telecommunications infrastructure; or,
- Those that include funding for efforts which exclude potential participants based on factors beyond business interest or skill level, including assistance based on religious affiliation or membership.

Eligible Applicants

Community-based organizations, public and private non-profit organizations, educational institutions, Local Development Districts (Planning District Commissions), and state and local governmental entities are eligible to apply for ARC TI funding

Proposal Submission

It is strongly suggested that applicants contact DHCD to discuss the submission of their proposal. This discussion will ensure that the applicant's proposed idea is eligible and will provide insight regarding DHCD's investment philosophy on the proposed project. **An original and four (4) copies of the proposal must be received or postmarked by 5:00 pm on Wednesday, May 14, 2003.**

All proposals must contain direct responses to all required items, must be printed in a font size no smaller than 12 point, and must provide well organized information in the form of complete sentences, proper paragraphs, and bulleted lists, charts and tables, where appropriate. Only relevant attachments should be included and these should be organized, preferably, in tabs behind the RFP response.

Questions arising during letter of interest and proposal preparation may be directed to one of the following contacts:

Todd Christensen

Associate Director

(804) 371-7061

tchristensen@dhcd.state.va.us

Denise Ambrose

Program Manager

(804) 371-7029

dambrose@dhcd.state.va.us

Bruce Warrington

Policy Analyst

(804) 371-7056

bwarrington@dhcd.state.va.us

ARC Telecommunications Initiative – State Strategy

Timetable

The Department anticipates completion of proposal reviews by the end of June 2003. Notice of funding decisions should follow in the Summer of 2003. All proposals should include performance targeting, Products, and outcomes which can be achieved within a one year contract. Some long-term outcomes may be projected for up to one year beyond ARC TI contract expiration, but must be tracked. **Proposals should assume the receipt of contracts and initiation of activities by October 2003.**

Planning District Commission Review

Copies of ARC TI Proposals must be provided to the local Planning District Commission (Local Development District). The purpose of this requirement is to keep the PDC informed of potential projects. The PDCs are also available to assist applicants in developing projects. The PDC role is not to accept, reject, or otherwise screen these proposals.

**2003
ARC
Telecommunications
Initiative**

Request for Proposals

ARC Telecommunications Initiative – Request for Proposals

Proposal Format—Planning Project

PROPOSAL COVER SHEET

All proposals must include a completed cover sheet. Applicants must format this sheet in accordance with the Proposal Cover Sheet Template included as **APPENDIX A** to this Request for Proposals. **COPIES OF ALL PROPOSALS MUST BE PROVIDED TO THE LOCAL PLANNING DISTRICT COMMISSION FOR REVIEW. DOCUMENTATION OF THIS ACTION MUST BE INCLUDED AS ATTACHMENT #4.**

Project Name:

Provide the name or title you have given to the proposed ARC TI project.

Project Type:

Indicate which of the three eligible project types your project targets.

Applicant Contact Information:

Provide the name, address, and phone number of the entity eligible to submit this proposal, such as “Railtown Enterprise Assistance, Inc., 21 RF&P Lane, Railtown, VA 22000, (540) 555-2222”. Also provide the name, title, phone number (if different from the applicant number), and e-mail address of the primary contact person.

Project Location:

Indicate which locality (or localities) is (are) covered by project benefits and, where possible, the specific location to be impacted by the project as defined by place name, boundaries, building, or other features. For example, “Stone County including the Towns of Railtown and Hollowville”. **Include all relevant maps as Attachment #1.**

Census Tract Information:

Provide the census tracts, per the 1990 and 2000 Census, that will be served by this project.

Project Funding Summary:

Enter the amount of resources to be included in this project in simple table form. Specify the amounts for each of the following categories and the percentage of the total project cost each represents: **ARC, Local/Applicant, Other Federal, State, Private, and Non-Profit/Other**. In this table, add the amounts in these categories to develop a Total figure and add the percentages to arrive at 100%. **THESE AMOUNTS, SOURCES, AND PERCENTAGES SHOULD BE IDENTICAL TO THOSE LISTED IN LATER SECTIONS OF THE PROPOSAL FORMAT.** A sample table is as follows:

<u>Source</u>	<u>Amount</u>	<u>Percentage</u>
ARC	\$30,000	50%
Local/Applicant	\$15,000	25%
<u>Private</u>	<u>\$15,000</u>	<u>25%</u>
TOTAL	\$60,000	100%

ARC Telecommunications Initiative – Request for Proposals

Proposal Format—Planning Project

PROPOSAL COMPONENTS

Applicants must provide complete, concise responses to all proposal elements:

Project Description

Describe the proposed project. Identify the products that will result from this planning project. Is the project consistent with ARC goals? Does it focus on the expansion or enhancement in the use of telecommunications to improve the economic health of the community? Describe how.

Readiness

Why is now the appropriate time for this particular planning project to proceed? What efforts have been made previous to the submittal of this proposal to prepare the foundation for enhanced or expanded telecommunications services in the community? Is it related to other community efforts?

Capacity

Identify the groups (public, private, etc.) or individuals who have been involved in the effort to enhance or expand telecommunications services to the community. Who will be responsible for seeing that this planning project is completed in a timely fashion? What is this person's title, affiliation, and experience with projects of this kind?

Related Projects in the Region

Identify other telecommunications related projects being undertaken by neighboring communities. How does the need for this planning project relate to other similar efforts being undertaken by neighboring communities? Is this proposed effort a duplication of current efforts in neighboring communities? Or does it compliment these other efforts?

Attachments

- 1) Provide a map within at least a 10-mile radius surrounding the applicant organization, with the organization's location and the locations of all project activities clearly marked. Include other maps as necessary.
- 2) Include letters and other documentation from individuals and organizations who will provide direct support in the implementation of the project. This documentation should detail the nature of the support to be provided. Include, also, general letters and other documentation from individuals and organizations providing passive support ("we support the idea", "we think this would be useful", and so on).
- 3) Letters, or other documentation showing a clear level of commitment of non-ARC TI resources from the entities responsible for providing such funding. If such commitment is contingent on board approval, then a copy of the resolution from the board should be included.
- 4) Documentation that the Planning District Commission has been notified of this project.

<p style="text-align: center;">ARC Telecommunications Initiative – Request for Proposals Proposal Format— Implementation or System Development/Technical Support</p>

PROPOSAL COVER SHEET

All proposals must include a completed cover sheet. Applicants must format this sheet in accordance with the Proposal Cover Sheet Template included as **APPENDIX A** to this Request for Proposals. **COPIES OF ALL PROPOSALS MUST BE PROVIDED TO THE LOCAL PLANNING DISTRICT COMMISSION FOR REVIEW. DOCUMENTATION OF THIS ACTION MUST BE INCLUDED AS ATTACHMENT #8.**

Project Name:

Provide the name or title you have given to the proposed ARC TI project.

Project Type:

Indicate which of the three eligible project types your project targets.

Applicant Contact Information:

Provide the name, address, and phone number of the entity eligible to submit this proposal, such as “Railtown Enterprise Assistance, Inc., 21 RF&P Lane, Railtown, VA 22000, (540) 555-2222”. Also provide the name, title, phone number (if different from the applicant number), and e-mail address of the primary contact person.

Project Location:

Indicate which locality (or localities) is (are) covered by project benefits and, where possible, the specific location to be impacted by the project as defined by place name, boundaries, building, or other features. For example, “Stone County including the Towns of Railtown and Hollowville”. **Include all relevant maps as Attachment #2.**

Census Tract Information:

Provide the census tracts, per the 1990 and 2000 Census, that will be served by this project.

Project Funding Summary:

Enter the amount of resources to be included in this project in simple table form. Specify the amounts for each of the following categories and the percentage of the total project cost each represents: **ARC, Local/Applicant, Other Federal, State, Private, and Non-Profit/Other**. In this table, add the amounts in these categories to develop a Total figure and add the percentages to arrive at 100%. **THESE AMOUNTS, SOURCES, AND PERCENTAGES SHOULD BE IDENTICAL TO THOSE LISTED IN LATER SECTIONS OF THE PROPOSAL FORMAT.** A sample table is as follows:

<u>Source</u>	<u>Amount</u>	<u>Percentage</u>
ARC	\$30,000	50%
Local/Applicant	\$15,000	25%
<u>Private</u>	<u>\$15,000</u>	<u>25%</u>
TOTAL	\$60,000	100%

ARC Telecommunications Initiative – Request for Proposals

Proposal Format—

Implementation or System Development/Technical Support

Project Outcomes:

Detail the specific long-term benefits, or outcomes, of this project. An example of an outcome is: Quantifiable diversification of the local economy is as the result of increased access to telecommunications. Indicate why the proposed outcomes are necessary. What is the NEED for the project? What problems will be addressed by this project? Relevant data derived from plans, studies, statistics or surveys should be included (the source should be cited by title, date, and page number. Include as Attachment # 1 the applicants Community Telecommunications Plan). Why is ARC TI funding necessary rather than other sources of funding? Explain how the proposed project would fill a void in current services or programs. Consult **APPENDIX B** for additional examples of project outcomes. Project outcomes may be projected for up to one year after contract termination, but must be tracked if identified.

Project Products:

Briefly describe the activities to take place during the life of the proposed project for which you are seeking ARC TI funding. What training or assistance efforts will be undertaken? How many businesses are to be assisted and through which programs (and describe each program)? How many jobs will be created or how many new businesses will be created? How many individuals will make use of services related to the telecommunications project? Consult **APPENDIX B** for examples of project Products. With few exceptions, Products should occur within a one year contract period. **Proposals must include an ARC Project Summary as Attachment #7** (see **APPENDIX C**)

Performance Targets and Work Plan:

Create a three column table. In column one, provide the sequence of key events and milestones in accomplishing the project (performance targets), including the identification of project and quantification of project benefits. In column two, indicate the cost that corresponds with that particular milestone. In column three, list the projected start and/or completion dates for each event and milestone.

The established timetable should show implementation within a 12-month period following receipt of an ARC TI contract. **With few exceptions, no timetable should show initiation of project activities, especially those targeting the use of ARC TI funding, prior to October 2003.** This should allow more than enough time for all precontract issues to be resolved between the applicant, DHCD, and ARC. A sample table depicting the performance targets and work plan for an entrepreneurial training program follows:

<u>Performance Target</u>	<u>Cost</u>	<u>Date(s)</u>
<i>Solicitation of input on training curriculum</i>	\$ 500	10/15/03
<i>Development of a training curriculum w/ all materials</i>	\$ 3,000	11/30/03
<i>Conduct 7 training sessions</i>	\$ 7,500	11/15/03 – 3/15/04
<i>Counsel trainees on finalization of business plans</i>	\$ 2,000	3/15/04 – 6/15/04
<i>Provision of financial assistance to 5 new businesses</i>	\$ 40,000	6/30/04
<i>Document success of new business starts</i>	\$ 7,000	6/30/04 – 10/14/04

ARC Telecommunications Initiative – Request for Proposals

Proposal Format—

Implementation or System Development/Technical Support

Project Beneficiaries:

Provide the number of persons to be served within one year of project completion and provide a discussion of the methodology used to derive this number. **Provide attachments in support of these beneficiary claims in Attachment #3 to the RFP response.** As this number is used in scoring ARC proposals, DHCD reserves the right to make adjustments to claimed numbers or ask for supplemental information.

Readiness:

Explain how this project is ready to proceed. Why is now the appropriate time to undertake this effort? What steps have been taken to get the applicant and its proposed beneficiaries ready for this project? Is there an appropriate level of energy and degree of will among the organization and its partners to see this effort through to completion?

Capacity:

Provide the names and profiles of the individuals who will be responsible for delivering the project's services. Provide the name and profile of the individual with the most project responsibility first, followed by information on the person with the next highest level of responsibility, and continue in this order until all relevant individuals have been identified. Identify the skills, knowledge, and attributes each individual possesses and the value these provide to the overall project effort. Provide information, where applicable, on how the different attributes of the different individuals may be complementary. Identify any roles which have not yet been filled.

For Physical Implementation Project: Status of Relationship with local Telecommunications Provider

Discuss the current relationship between the proposed project and the local telecommunications provider. Does the provider know about this project? Does the provider currently provide this service to other communities? If so, why isn't the applicant community served? Provide documentation.

Support:

Identify those individuals and organizations, including names and telephone numbers, which have committed to support implementation and completion of this project. Provide information on the type and level of support provided and the value of this support to the overall project. Identify any individuals expressing an interest in participating as a project beneficiary, providing, also, their names and telephone numbers. **Include any letters from these individuals and entities in Attachment #4.**

Sustainability:

Explain why ARC TI funding is required for this project. Would the ARC TI funding enable a project which would not otherwise be possible? How important is the ARC TI funding to this project? Discuss, also, the plans for continuation of the project following ARC TI funding.

ARC Telecommunications Initiative – Request for Proposals
Proposal Format—
Implementation or System Development/Technical Support

Cost Summary:

The Cost Summary consists of the three elements: Project Budget, Derivation of Costs, and Status of Other Funding.

Project Budget

Using the Budget format from **APPENDIX D** as a guide, construct a project budget. The budget should, as the name suggests, show **ALL** sources of funding and the use of this funding relative to each **Performance Target**. While all ARC funds should be attributed to project activities, all budgets should also show 10% of the total ARC grant being retained pending achievement of project outcomes.

Derivation of Costs

Detail the methodology used to determine each amount listed in the project budget. List each activity and activity component, their related cost estimates, and those unit costs or otherwise which provide the basis for these estimates. Identify the information sources and/or methodologies used to generate these cost estimates and give the dates that the estimates were developed. **Documentation from these information sources in support of the cost estimates should be included in Attachment #5.** Costs will be reviewed for reasonableness. If there are conditions exerting upward pressure on your costs, please explain.

Status of Other Funding

Indicate the current status of all non-ARC funds to be used on the project. List the general categories from the **Project Funding Summary** on this proposal's cover sheet and the specific funding sources under these categories (Federal – USDA, HUD, and so on; Local – Town, Non-Profit, and so on). **SPECIFY THE AMOUNT ANTICIPATED FROM EACH SPECIFIC SOURCE.** Provide information on the project's position within the funding cycles of each source, the anticipated timing for release of each source of funding, the level of funding commitment received to date (firm; not contingent on future approval), and adequate, specific supporting documentation (recent letters, contracts, or resolutions). **Letters of commitment and other documentation of other funding should be attached to the RFP response in Attachment #6.**

ARC Telecommunications Initiative – Request for Proposals

Proposal Format—

Implementation or System Development/Technical Support

ATTACHMENTS

1) *Community Telecommunications Plan*

Include a copy of a plan that has been completed that reflects the need for the proposed telecommunications project. This plan should substantially address the issues as presented in Appendix F. Should this Plan not exist or one similar, the project will not be eligible for Physical Implementation assistance or System Development and Technical Support assistance.

2) *Maps:*

Provide a map within at least a 10-mile radius surrounding the applicant organization, with the organization's location and the locations of all project activities clearly marked. Include other maps as necessary.

3) *Benefits:*

Include letters and other documentation which provide confirmation that the project will benefit the number of individuals it is targeting. Applicants are strongly encouraged to solicit letters from proposed beneficiaries. Letters from potential project partners should be included as evidence of additional project support.

4) *Support:*

Include letters and other documentation from individuals and organizations to provide direct support in the implementation of the project. This documentation should detail the nature of the support to be provided. Include, also, general letters and other documentation from individuals and organizations providing passive support.

5) *Cost Documentation:*

Include excerpts and analyses from appropriate sources for cost information. Where possible, include cost documentation which originates from reputable, objective, and independent sources.

6) *Other Funding:*

Letters, or other documentation showing a clear level of commitment of non-ARC TI resources from the entities responsible for providing such funding. If such commitment is contingent on board approval, then a copy of the resolution from the board should be included

7) *ARC Project Summary:*

All applicants must complete an ARC Project Summary per the guidelines in **APPENDIX C** and using the supporting information in **APPENDIX E**. **YOUR PROPOSAL MAY BE REJECTED BY DHCD IF THIS SUMMARY DOES NOT ACCOMPANY IT.**

8) *Planning District Commission Review:*

Include documentation that the proposal was submitted to the local Planning District Commission, such as a copy of the cover letter and any correspondence received from the Planning District Commission following their review.

**2003
ARC
Telecommunications
Initiative**

Appendices

2003 ARC Telecommunications Initiative

Project Name: _____

Project Type: _____ Planning
_____ System Development and Technical Assistance
_____ Physical Implementation

Applicant Contact Information:

Locality/Organization Name: _____

Address _____

Phone/FAX Numbers: _____

Contact Person: _____

Title: _____

Phone/Fax Numbers of Contact: _____

E-mail Address: _____

Project Location: (specify County (ies)/City(ies))

Census Tracts Served by this Project:

1990 Census:

2000 Census:

Project Funding Summary:

<u>Source</u>	<u>Amount</u>	<u>Percentage</u>
---------------	---------------	-------------------

Total:

PROJECT SUMMARY FORMAT

(2 page maximum)

Project Title:

Project Grantee:

County(ies) to be Served: List each county and its designation (e.g. transitional, distressed, etc.)

Basic Agency: Not required for non-construction projects

Goal/Strategy: Identify the primary ARC Goal and State Strategy which project will address

Purpose: 1-2 sentence statement describing overall purpose of proposed project

Funding:	<u>Amount</u>	<u>%age</u>	<u>Source</u>
ARC	\$ 40,000	66%	ARC AI
Federal			
State	10,000	16.6%	VEI
Local	<u>10,000</u>	<u>16.6%</u>	Non-Profit
	\$60,000	100%	

Description: Description of major activities to be conducted under grant proposal. The description should address who, what, where when and how for each major activity.

Rationale:

- Critical circumstances that compel project to be funded
- Local, regional and and/or state need for project
- Problems and/or issues that project will alleviate

Benefit:

- Results and accomplishments to be derived from project
- Other non-quantifiable benefits (e.g. new partnerships, improved standard of living, etc.)

Product/Outcome:

- Identify Products of this proposal (as defined by ARC)
- Identify Outcomes of this proposal (as defined by ARC)

Appendix D—Sources and Uses Budget

		ARC Total Budget	Non-ARC Total Budget	Total Budget
SOURCES				
Cash (itemized)				
	Subtotal			
In-Kind (itemized)				
	Subtotal			
	Total Sources			

		ARC Total Budget	Non-ARC Total Budget	Total Budget
USES				
Specific Activity A				
<i>Itemize</i>				
<i>Cost elements</i>				
	Subtotal of A			
Specific Activity B				
<i>Itemize</i>				
<i>Cost elements</i>				
	Subtotal of B			
Specific Activity C				
<i>Itemize</i>				
<i>Cost elements</i>				
	Subtotal of C			
And so on				
	Total Uses			

Appendix E—ARC Goals and Virginia's Objectives and Strategy

In response to the Commission's strategic goals, the Commonwealth of Virginia has developed objectives and strategies that will guide Virginia's investments of Appalachian Region Commission (ARC) funds for Fiscal Year 2003. These goals, objectives and strategies are described below:

Commission Goal 1: **Appalachian residents will have the skills and knowledge necessary to compete in the world economy in the 21st century.**

State Objective: **Develop a world class work force that is well educated and appropriately trained for the job market.**

Strategies:

- 1.1 Support programs that will ensure the availability of a work force with skills and abilities required to promote economic retention and growth.
- 1.2 Support programs to implement welfare reform, which will engage recipients of public assistance into meaningful work.
- 1.3 Implement work force readiness programs such as technologically literate workforce training and technological training in math, science, and engineering that will ensure students are given the necessary skills to enable them to find and hold jobs.
- 1.4 Continue to support initiatives that will reduce the school dropout rates.
- 1.5 Support programs that will improve the enrollment of Virginia Appalachians in post-secondary education.
- 1.6 Continue to expand educational opportunities through telecommunications.
- 1.7 Support the development of a comprehensive work force preparedness strategy among the various provider agencies for Virginia's Appalachian Region.
- 1.8 Provide skill development training for high demand jobs which currently lack adequate training programs (ex. construction).

Appendix E—ARC Goals and Virginia's Objectives and Strategy

Commission Goal 2: Appalachian communities will have the physical infrastructure necessary for self-sustaining economic development and improved quality of life.

State Objective: Assist communities to provide and develop an adequate physical infrastructure to support economic development opportunities and improve the quality of life.

Strategies:

- 2.1 Assist community water supply and wastewater treatment projects that will support private investment leading to job creation or retention.
- 2.2 Assist community water supply and wastewater treatment projects that will support private investment leading to job creation or retention in distressed counties and that will address serious health/environmental compliance problems. Such projects could be proposed to be carried out through a Self-Help method of implementation.
- 2.3 Provide financial and technical assistance to communities for development of industrial sites and parks, shell buildings, business incubators and micro-enterprises.
- 2.4 Help establish multi-county projects for establishing solid waste collection, disposal and recycling.
- 2.5 Assist in the local revitalization efforts that will increase the physical and economic revitalization of communities, neighborhoods and downtowns.
- 2.6 Provide funding for the provision of safe, affordable housing units by assisting in the renovation and rehabilitation of existing structures and the production of new housing units where needed.
- 2.7 Support local access road projects that would result in job creation or retention opportunities or community revitalization.
- 2.8 Support public-private sector partnerships, which provide clear and measurable service outcomes directly associated with quality sustainable job creation activities, to deploy advanced traditional and nontraditional cost-effective solutions and increase advanced telecommunications infrastructure capacity.
- 2.9 Provide access to child and adult care services in specific work-related environments.

Appendix E—ARC Goals and Virginia's Objectives and Strategy

Commission Goal 3: The people and organizations of Appalachia will have the vision and capacity to mobilize and work together for sustained economic progress and improvement of their communities.

State Objective: Increase local and regional leadership, planning and management capacity.

Strategies:

- 3.1 Encourage local leaders to develop innovative, cost-effective arrangements for delivery of services, including regional approaches, privatization and service consolidation.
- 3.2 Encourage Local Development Districts (LDDs) to become more involved in local and regional capacity building.
- 3.3 Assist communities and regions in establishing ongoing strategic planning and management processes.
- 3.4 Encourage communities and community leaders to develop the skills and tools necessary to use existing and innovative telecommunications technology to assist in their community and economic development efforts.
- 3.5 Encourage efforts to establish ongoing local and regional civic and leadership development programs.

Appendix E—ARC Goals and Virginia's Objectives and Strategy

Commission Goal 4: Appalachian residents will have access to financial and technical resources to help build dynamic and self-sustaining local economies.

State Objective: Expand financial and technical assistance services for business formation, retention and expansion.

Strategies:

- 4.1 Assist small and medium-sized business to access markets for their products, with emphasis on export training and assistance that will enable them to participate in the international marketplace.
- 4.2 Support programs that will provide access to entrepreneurship training for high school students and adults.
- 4.3 Assist in the expansion of the availability of capital for small and medium-sized businesses, including microenterprises and new small technology-based companies through the use of revolving loan funds or other financing mechanisms.
- 4.4 Encourage public-private sector partnerships and regional approaches to economic development, marketing, regional competitiveness, and business assistance.
- 4.5 Encourage the use of telecommunications technology to assist in improving the participation of Appalachian businesses in the international marketplace.
- 4.6 Strengthen the delivery of workforce training programs among the various provider agencies in order to improve the business retention, expansion and formation efforts.
- 4.7 Support the expansion of value-added businesses and sustainable development strategies to build sustainable local economies.
- 4.8 Support tourism activities that are directly linked to overall regional economic development strategies.

Appendix E—ARC Goals and Virginia's Objectives and Strategy

Commission Goal 5: Appalachian residents will have access to affordable, quality health care.

State Objective: Improve the availability of health care in under served areas and increase the awareness and use of health care by high risk populations.

Strategies:

- 5.1 Encourage the establishment of partnerships and innovative arrangements among health care providers in Appalachian Virginia in order to assure quality care and the efficient use of available health care resources.
- 5.2 Encourage the use of telemedicine technology to assist in the delivery of rural health care services.
- 5.3 Continue efforts to place doctors and other medical professionals in medically under served areas through physician and other recruitment programs.

COMMUNITY TELECOMMUNICATIONS PLAN--DRAFT

PLAN COMPONENTS

- A. Identifying Status Quo/Aggregating Players**
- B. Relationship to Regional Planning and Networks**
- C. Lining Up The Experts**
- D. Application Identification and Training**
- E. Operation Management System Design**
- F. Physical System Design**
- G. Hardware Funding Strategy**
- H. Operation/Tech & Management Support Funding**

A. Identifying Status Quo/Aggregating Players

- 1. STATUS OF SERVICE, AVAILABILITY AND AFFORDABILITY
 - a. Current Providers
 - Services
 - Customers
 - Rates
 - Broadband capability
 - b. Current Users
 - Current use/costs
 - Opportunities/needs
 - Technical support needs
- 2. POTENTIAL SERVICE, AVAILABILITY, AND AFFORDABILITY
 - a. Prospective Providers
 - Who are they?
 - Services
 - Rates
 - Technical services
 - b. Prospective Users
 - Who
 - Uses needs
 - Marketing
 - Cost issues
 - Tipping point

B. Relationship to Regional Planning and Networks

1. Status of service; availability of broadband developed
 - Providers
 - County
 - Planning District
 - Region
2. Proposed/planned service, availability of broadband development
 - Providers
 - Locality
 - Planning District

C. Lining Up the Experts

D. Application Identification And Training

1. Through facilitated group meetings and individual consultation identify common and customer specific broadband uses and applications
2. Plan/design generalized training on common application uses, and skills.
3. Plan/design specific training on specific uses and skills.
4. Identify potential, appropriate training providers.

E. Operation/Management System Design

1. Type of System (Open/Closed)
2. Type of Management/Ownership (co-op, private, locality)
3. Management/Technical Assistance Services and personnel needs.
4. Private provider access, competition and services.
5. Training, consultant and tech support services to small business.

F. Physical System Design

1. Identity, location, needs of committed initial users.
2. Procurement of Design Firm (Could be done early in planning process)
3. Preliminary Design
4. Public Presentation
5. Solicitation of additional customers/system input

G. Hardware Funding Strategy

1. Physical elements and costs
2. Phasing strategy
3. Funding Sources (availability and relevance)

H. Operation/Technical and Management Support Funding